



Business Services Division
Tre Hargett, Secretary of State
 State of Tennessee

INSTRUCTIONS

APPLICATION FOR RENEWAL OF TRADEMARK OR SERVICE MARK

SUBMISSION OPTIONS

Applications may be filed using one of the following methods:

- **Paper submission:** A blank application may be obtained by going to <http://www.tn.gov/sos/forms/ss-4263.pdf>, by emailing the Secretary of State at TNSOS.ATS@tn.gov, or by calling (615) 741-0531. The application must be hand printed in ink or computer generated and mailed along with the required filing fee to the Secretary of State's office at 6th FL – Snodgrass Tower ATTN: Trademarks, 312 Rosa L. Parks AVE, Nashville, TN 37243.
- **Walk-in:** A blank application may be obtained in person at the Secretary of State Business Services Division located at 6th FL – Snodgrass Tower, 312 Rosa L. Parks AVE, Nashville, TN 37243.

Applications must be accurately completed in their entirety. Applications that are inaccurate, incomplete or illegible will be rejected.

APPLICANT INFORMATION

1. **Owner's name:** Enter the name of the person or entity applying for the renewal of the trademark or service mark.
2. **Owner's business address:** Enter the complete business address of the person or entity applying for the renewal of the trademark or service mark. The address must include a street address or post office box (or both), city, state and zip code. Please provide a phone number including area code so that you may be contacted if there are questions regarding your application.
3. **Name of the mark:** Enter the mark's name as given on the original application.
4. **Mark number:** Enter the mark's number as assigned at the time of filing the original application. You can look up the mark number by using the Trademark Search at www.sos.tn.gov/business-services/trademarks.
5. **Class number(s) to be renewed:** Enter the class number or numbers (if more than one) to be renewed.

The applicant must provide one specimen of the mark in use along with the application. By signing the application, the applicant certifies that this statement is true.

Failure to include one specimen will result in the rejection of the application. A specimen must establish that the mark currently is in use in commerce in Tennessee.

Specimen should not be larger than 8 ½ inches by 11 inches, should be flat, and should be in a vertical / portrait orientation. Small specimens, such as tags or labels, may be taped or pasted to a sheet of paper and labeled "SPECIMEN".

For trademarks, examples of acceptable specimens are tags or labels that are attached to the goods, containers for the goods, displays associated with the goods, or photographs of the goods showing use of the mark of the goods themselves. Invoices, announcements, order forms, bills of lading, leaflets, brochures, catalogs, publicity releases, letterhead and business cards may be acceptable specimens for trademarks if they sufficiently demonstrate that the mark is being used with the goods. If it is impractical to send actual specimens because of its size, photographs or other acceptable reproductions that show the mark on the goods, or packaging for the goods, must be furnished.

For service marks, examples of acceptable specimens are signs, brochures about the services, advertisements for the services, business cards or stationery showing the mark in connection with the services, or photographs that show the mark either as it is used in the rendering or advertising of the services. The specimen must either show the mark and include some clear reference to the type of services rendered under the mark in some form of advertising, or show the mark as it is used in the rendering of the service (for example, on a store front or the side of a delivery truck).

SIGNATURE AND VERIFICATION

By signing the application, the applicant verifies under penalty of perjury that all statements on the application are true and correct.

- This application must be signed by the applicant. **Failure to sign the application will result in the application being rejected.**
- Type or Print Name & Title. **Failure to type or print the signature name and title of the signer (if the applicant is a business entity) will result in the application being rejected.**

FILING FEE

- The filing fee for the application is \$20.00 per Class for which the mark had been previously registered. If there is only one (1) class indicated the fee is \$20.00. If there are two (2) classes indicated, the fee is \$40.00, etc.
- Make check, cashier's check or money order payable to the Tennessee Secretary of State. Cash is only accepted for walk-in filings. **Applications submitted without the proper filing fee will be rejected.**

APPLICATION FOR RENEWAL OF TRADEMARK OR SERVICE MARK (SS-4263)



Business Services Division
Tre Hargett, Secretary of State
State of Tennessee
312 Rosa L. Parks Ave., 6th Fl.
Nashville, TN 37243
(615) 741-0531

Filing Fee: \$20.00 per class

For Office Use Only

In compliance with the requirements of T.C.A. § 47-25-506, the undersigned hereby applies for renewal of a previously registered trademark or service mark.

YOU MUST INCLUDE A SPECIMEN OF THE MARK AS CURRENTLY IN USE ALONG WITH THIS RENEWAL FORM.

1. Owner's name: _____
2. Owner's business address: _____
City: _____ State: _____ Zip Code: _____
Phone #: _____
3. Name of the mark: _____
4. Mark number: _____
5. Class number(s) to be renewed: _____

If renewing fewer than all of the classifications on record, list only the classifications to be renewed.

I declare under penalty of perjury the foregoing statements are true and that the mark has been and is still in use.

Signature Date

Applicant's Signature

Applicant's Name and Title (printed or typed)

***Note: Pursuant to T.C.A. § 10-7-503 all information on this form is public record.**

Submitter Information: Name: _____ Phone #: (_____) _____